8100 PROCEDURE 302
Initial Dispatch
(April 2009)

[See Policy 8133.3 – Initial Dispatch]

Responsibilities and Action

ECC

1. Pre-alert incident

   a) 3 tones are used for incident response or emergency hazard notification 1 and 2 tones may be used for announcements, notifications and/or code 2 response.

   b) Announce following

      i) Type of emergency, notification, or announcement

      ii) Location of the response - : address, street and cross street, community, first due station (if known) or a landmark

2. Determine appropriate response based upon pre-determined response plans, dispatch level and closest resources available. This may be done manually from cards but will usually be determined using the computer aided dispatch program of record (CAD).

3. Resources to be dispatched shall be recorded using the CAD or form FC-34.

4. Alert resources under direct control using quick-call, pager, etc.

5. Announce the incident assignment in the following sequence:

   a) Radio identifiers of resources to respond.

   b) Incident type.

   c) Incident location: (use most appropriate description available to identify the location)

      i) Street address and nearest cross street
      ii) Landmark
      iii) Community of address
      iv) Planned response area
      v) Legal location

   d) Announce response code if other than a Code 3 response.

   e) Incident name (optional).

    f) Radio net assignments:

       i) Command Net

       ii) Tactical Net(s):

          Use preassigned tactical frequencies for ground-to-ground communications. Contact Region OCC for use of frequencies other than pre-assigned. Other frequencies may be assigned as needed (additional Tactical Nets, Support Net, Ground-to-Air Net, Air-to-Air Nets, etc. See Telecommunication Handbook 8000, Section 8024.4 - 8024.9).

6. Repeat incident assignment (optional).

7. Life/Safety (See HB 8100p500 - Life/Safety Alert)

8. Other first alarm resources: to fill the first alarm assignment with preplanned resources not under direct control, the ECC is to notify the controlling ECC or agency dispatch office. When all preplanned resources are not available, the ECC must then determine availability and commit the following through appropriate channels:

    a) Aircraft (See HB 8100p320 Resource Ordering - Aircraft)

    b) Hand Crews (See HB 8100p360 Resource Ordering - Hand Crews)

    c) Ground Equipment (See HB 8100p340 Resource Ordering – Ground Equipment)

    d) Overhead (See HB 8100p370 Resource Ordering - Overhead)

9. Confirm response of assigned resources. Resources shall, in an organized fashion, confirm their response to the incident with the ECC.

10. Maintain incident and resource status including size, extent, and status of the incident. Pertinent details of the incident shall be recorded in the CAD, or form FC-34.

11. Documentation regarding actual location of the incident, times of fire control status, responsible officer for reports and total acreage of wildland incidents shall be documented appropriately in the CAD.

12. Notifications.

    a) Departmental

       i) Region OCC as required.

       ii) Duty chief or local unit staff as required.

    b) Non-Departmental

i) Other agencies and private sector as required by incident type and location. See Handbook 8500, Cooperative Fire Services for specific notification requirements for cooperators with statewide agreements.

13. Confirm resources arriving at incident.

14. Incident Assessment.

a) If first alarm resources control the incident, document and retain records according to retention policy. (See Administrative Information Procedures Handbook 2100)

b) If supplemental resources are needed to control the incident, see HB 8100p303 - Response Augmentation.

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Forms or Forms Samples